

THE TULALIP TRIBES
Community Services Department
Job Description
On-Call Position Only

JOB TITLE: Head Cook/Cook

Opening date: February 14, 2007

JOB NUMBER: TTT-043-2007

Closing date: On-Going File

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Tribal and Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.
Must be able to commit to strive for an successful employment history with Tulalip Tribes or other outside businesses

EDUCATION:

☐ High School Diploma or GED **Required (Please attach copy)**

EXPERIENCE:

☐ Must have Three to Five (3-5) years experience working with kitchen equipment.

☐ Must have Three to Five (3-5) years experience in kitchen prep work, cooking and serving for large groups.

OTHER REQUIREMENTS:

☐ Must have a valid food handlers card **Required (Please attach copy)**

☐ Must have a valid Washington State Drivers License **Required (Please attach copy)**

Physical Characteristics and/or Prerequisites:

☐ Must be able to lift up to 25lbs.

☐ Must be able to bend, lift and stoop frequently.

☐ Must be able to tolerate cleaning solutions.

Tribal Department: Community Services Department

Employee Classification: Non-Exempt

Job Summary: Prepares, cooks, and plans meals for Tribal events.

Employee Reports To: Community Services Coordinator

Extent of Job Authority: Perform duties in accordance to standard operating procedures.

Specific Duties Performed:

1. Plans meals, orders food and supplies with Community Services Coordinator for each event.
2. Preps and cooks meals.
3. Keeps basic inventory.
4. Checks to ensure quantity and quality are satisfactory.
5. Ensures leftovers are properly stored and distributed.
6. Ensures kitchen is ready for next event.
7. Directs staff in set up and clean up of facility.
8. Performs duties in respectful manner.

Term of Employment: This is an On-Call Position Only.

Pay Range:

Tribal Functions

Up to 250 guest \$250.00 Per Day More than 250 guest \$300.00 Per Day

Non-Tribal Functions

Up to 49 guest \$150.00 Per Day

50 to 149 guest \$200.00 Per Day

More than 150 guest \$250.00 Per Day

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Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.